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*Ref 3*

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6 AUG 1958

**MEMORANDUM FOR: Deputy Director (Support)**

**SUBJECT : OTR Activities**

1. The Office of Training reports on the following activities which occurred during the month of July 1958:

**a. Training Assistance**

25X1X7



25X1A6a

(4) A meeting was held with Mr. Robert Thayer, Special Assistant to the Director of Intelligence and Research, Department of State [REDACTED] to discuss establishing occasional one-hour lectures to be given by key Agency officials to Assistant Secretaries and their Deputies, and the Bureau Chiefs and their Deputies in the Department of State. It was agreed that meetings of this kind would be deferred at this time because of the current crisis in the Middle East.

(5) A member of the Air Maritime Division, DD/P, has requested that OTR establish a program of training for a number

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25X1A14a

**b. Internal Training Activities**

(1) An average of 125 - 150 people are attending the weekly OCI briefing in the R & S auditorium.

25X1A

(2) A reduction in force of [REDACTED] personnel was effective 1 July. Subsequent to that date [REDACTED] operations will be under the jurisdiction of Government Services, Inc. 25X1A

25X1A9a

**c. Monthly Enrollment**

During the month of July 526 persons were enrolled in OTR conducted courses.

**MATTHEW BAIRD**  
Director of Training

**Distribution:**

Orig. & 2 - Addressee

25X1A9a

1 - DTR

2 - PPS/TR

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